

Job Title	Donor Relations Officer
Employer/ Agency	DePelchin Children’s Center believes that every child deserves to be safe and healthy. An accredited foster care and adoption agency, DePelchin serves the most vulnerable children and families in Texas and works to break the cycles of abuse and neglect.
Job Description	The Donor Relations Officer secures funds for DePelchin Children’s Center by aligning the interest and passions of current and prospective donors with giving opportunities in support of our children and families. This position will create and implement strategies related to the identification, qualification, cultivation, engagement, solicitation and stewardship of current and prospective major donors to achieve the financial goals established for the department. Actively manage a portfolio of 100 to 150 major gift prospects including individuals, foundations and corporations, with an emphasis on securing major gifts from individual donors.
Qualifications	<ul style="list-style-type: none"> • Bachelors degree required. • Three years related work experience in fundraising • Proven ability to build relationships with supporters • Excellent written and verbal communication skills • Strong interpersonal skills • Fund-raising accreditation preferred
Salary/Hours	<ul style="list-style-type: none"> • Range of Schedule – M – F, 7:00 am to 8:00 pm, Occasional nights or weekends
Employer/Agency	DePelchin Children’s Center
Address	4950 Memorial Drive
City, State, Zip	Houston, TX 77007
Contact Person	Helen Powell
Contact Title	HR Recruiter
Telephone Number	713-802-7643
Fax Number	713-802-7676

Email Address	hpowell@depelchin.org
Application Method	Apply online to https://www.depelchin.org/browse-jobs/
Opening Date	Immediate

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